



Mishawaka Parks & Recreation Dept. Food Vendor Application Packet 2020

Hello friends! This is our vendor list for outdoor events with the Parks Department for 2020! Please note the **EARLY** and **LATE** registration fees. The late dates are FINAL for 2020. They are set to reflect the time it will take to ensure all applications are processed, the event is mapped, and that vendors get a minimum of a 2 week notice on location, set-up times, etc. We have some awesome new events this year and hope to have you out! Please feel free to email bgendron@mishawaka.in.gov with any questions about events or the application process.

Easter Egg Hunt

Sunday, April 5, 2020

1 pm – 3 pm

Central Park, 295 E. Mishawaka Ave. | Mishawaka, IN 46545

Join us for our annual Easter Egg Hunt and Helicopter Candy Drop. This event gets upwards of 4,000 attendees every year.

Early Registration Fees end Friday, March 13, 2020:

\$60

Late Registration Fees end Friday, March 27, 2020:

\$260

Independence Day Celebration

Saturday, July 4, 2020

3 pm – 10 pm

Central Park, 295 E. Mishawaka Ave. | Mishawaka, IN 46545

Celebrate our Nation's Independence Day! Featuring live music, kid's games and activities, family fun run, food, arts and crafts, local business vendors, and last, but certainly not least, spectacular fireworks!

Early Registration Fees end Friday, May 29, 2020:

\$210

Late Registration Fees end Friday, June 19, 2020:

\$410

Splish, Splash, Mish!

Saturday, July 11, 2020

1 pm – 5 pm

Merrifield Park, 1000 E. Mishawaka Ave. | Mishawaka, IN 46545

We are excited to turn Merrifield Park into our very own water park! There will be inflatables, water attractions, sprinklers, and MORE!

Early Registration Fees end Friday, June 12, 2020:

\$120

Late Registration Fees end Friday, June 26, 2020:

\$320

Senior's Night Out

Monday, August 24, 2020

6 pm – 8 pm

Battell Park, 301 W. Mishawaka Ave. | Mishawaka, IN 46545

Join us for an afternoon of music, nostalgia, and vendors geared towards seniors! Senior's Night Out is focused on senior health, wellness, and enjoyment. Leave the young rascals at home and enjoy an evening in the park celebrating!

Early Registration Fees end Friday, July 31, 2020:

\$60

Late Registration Fees end Friday, August 7, 2020:

\$260

Flannel Formal

Friday, October 2, 2020

7 pm – 9 pm

Central Park, 295 E. Mishawaka Ave. | Mishawaka, IN 46545

Join us for our third annual Flannel Formal! Get your flannel on and come down to a flannel-tastic event at Central Park! We will have a best dressed "Lumber Jack" and "Lumber Jane" contest, music, a bonfire, and flannel-inspired activities. This is a 21+ event.

Early Registration Fees end Friday, September 4, 2020:

\$60

Late Registration Fees end Friday, September 18, 2020:

\$260

Wags of Welcome

Saturday, October 3, 2020

2 pm – 5 pm

Margaret H. Prickett Marina Park, 13110 E. Jefferson Rd. | Mishawaka, IN 46545

Join Mishawaka Parks and Recreation as we celebrate national dog adoption month at Margaret Prickett Dog Park and Marina. We are excited to participate with a dog adoption event! Come adopt your future fur-ever pal, get some information on local vet and pet services, and help us to contribute to this paw-some cause!

Early Registration Fees end Friday, September 4, 2020:

\$90

Late Registration Fees end Friday, September 18, 2020:

\$290

Fall Harvestfest

Saturday, October 10, 2020

2 pm – 6 pm

Merrifield Park, 1000 E. Mishawaka Ave. | Mishawaka, IN 46545

Happy fall, y'all! Come celebrate the season of fall at our annual Fall Harvestfest. We will feature an adult beverage garden, live music, vendors, kid's games and activities. Come dressed in your Halloween Costumes for a costume contest!

Early Registration Fees end Friday, September 11, 2020:

\$120

Late Registration Fees end Friday, September 25, 2020:

\$320

Winterfest

Saturday, December 5, 2020

5 pm – 8 pm

Merrifield Park, 1000 E. Mishawaka Ave. | Mishawaka, IN 46545

Winterfest is the kick off to our winter season! The event features free ice skating, Santa, and a variety of winter-inspired outdoor activities.

Early Registration Fees end Friday, November 6, 2020:

\$90

Late Registration Fees end Friday, November 20, 2020:

\$290



Mishawaka Parks & Recreation Dept.

Food Vendor Application Packet

Vendor Information and Rules

FOOD & BEVERAGE

Vendors serving food and beverages only. Food and beverage vendors must have the necessary permits, at least seven (7) days prior to the event, with the St. Joseph County Health Dept. Vendors will be accepted based on the items served.

FOOD VENDORS

Applications for Entry

Complete and return the Vendor Application Packet via mail or drop off at the Mishawaka Parks and Recreation Dept. Office located in the Battell Community Center at 904 N. Main St., Mishawaka, IN 46545. Cash, check, card or money orders accepted. Checks and money orders made payable to the City of Mishawaka.

Check-in & Set-up

Check-in and set-up times will vary for each event. A Park Representative will contact you prior to the event for details.

Booth Space

All businesses or other activity must be conducted within the designated rental area only. No distribution, canvassing, flyers, nor vending of any kind by strolling through the festival. **Tents must be weighted and not staked down into the ground, due to the irrigation systems.**

Closing & Tear Down

Closing and tear down times will vary for each event. A Park Representative will be in contact with you prior to the event for details.

Parking

Parking is limited, and is first come, first serve. After unloading and setting up, vehicles must be moved to the designated parking areas outside of the festival.

Refunds

Application fees received from accepted vendors are **non-refundable, no exceptions.**

Weather

All of these events are outdoor events. In the case of inclement weather, a decision will be made to either cancel or postpone the event. A minimum of a 48 hour weather check-in email will be sent out. However, the weather can change at any moment. Please be sure to check your emails the day of the event. Refunds are not awarded for weather cancellations. Your vendor fee will be transferred to another event of your choosing should an event be cancelled.

Note: Electric and water is available for food and beverage vendors ONLY.



Mishawaka Parks & Recreation Dept.
Food Vendor Application Packet
Food Vendor Application

Business/Booth Name: _____ Date: _____

Contact Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Website: _____

Indicated which festival group you are participating in.

Event	Food & Beverages
Independence Day Celebration	
Easter Egg Hunt	
Splish, Splash, Mish!	
Senior's Night Out	
Flannel Formal	
Wags of Welcome	
Fall Harvestfest	
Winterfest	

Trailer Information

Serving Window Location ☐ Long Side ☐ Short End ☐ Three Side ☐ Other _____

Trailer Dimensions: Without Awnings or Hitch: _____ With Awnings or Hitch: _____

Electrical Requirements: 110 220 # of amps? _____ # of outlets _____

Can be hardwired? _____ Unit is self-contained? _____ Unit needs running water supply? _____

List menu items: _____

Food and beverage vendors must follow all St. Joseph County Health Dept. rules and regulations, as well as the Mishawaka Parks and Recreation Dept. rules and regulations. Below, list booth space requirements, including food trailer or truck dimensions with service window orientation, as well as electrical requirements, (i.e. electric can be hard wired, 110/20v, etc.). Supply trucks may remain onsite, but will be required to park away from the main festival area.

Application & Rules Agreement

I have read and will comply with the rules of the Mishawaka Parks Department and I will comply with all applicable laws. By signing, I understand that any Food and Beverage vendors selling items not made by them will be asked to leave the festival with no refund of space rental fee.

Vendor's Signature: _____ Date: _____

Release & Indemnification Agreement

For and in consideration of the City of Mishawaka allowing the undersigned to participate in the Mishawaka Parks and Recreation Dept. Special Events for 2020, the undersigned hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials from any and all actions, causes of action, claims, damages, demands, judgments, executions, costs, expenses, including attorney fees, and all other claims for damages whatsoever which may hereafter be made, instituted, filed or recovered against the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials by the undersigned and any other person as the result of participating in this event.

Vendor's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date: _____ Payment made by: ☐ Cash ☐ Check _____ ☐ Money Order ☐ CC

Receipt # _____ Amount Paid: \$ _____